

Work Visa Checklist		Yes	No
1	Application Form to be filled in completely and signed by the applicant.		
2	One Recent Passport-Size Photograph in colour.		
3	The Passport should be valid for atleast three months after the intended date of departure from the territory of the Member States or, in case of several visits, after the last intended date of departure from the territory of the Member States.		
4	Covering letter of the Indian company mentioning details of the company, designation and job description of the applicant, purpose of the service provided.		
5	Employment Contract of the applicant.		
6	Certified copy of the services contract between the said undertaking in India and a corresponding undertaking active in Greece. In this contract must be mentioned: description of specific services provided, time period of the services provided, number and designation of personnel which will be offering the services, declaration that expenses of accommodation and health insurance of employees will be covered.		
7	Overseas medical insurance valid for all Schengen-countries with a minimum coverage of 30,000 Euro. The insurance has to cover all risk e.g. accident, illness, etc. The policy has to clearly specify the period of validity. Applicant also has to sign the Health Policy declaration which can be downloaded from the website.		
8	Medical Certificate duly attested by Ministry of External Affairs, New Delhi with an Apostile Sticker. In the medical certificate it should be mentioned that the applicant is not suffering from cholera, tuberculosis, yellow fever, plague and any other transmitting disease as defined by the World Health Organization and is not pregnant. The certificate should not be older than six (06) months.		
9	Police clearance certificate attested by the ministry of external affairs, Consular division, Patiala house, New Delhi with an Apostile Sticker.		
10	Copy of Educational/Technical certificates.		

Note: (i) APPLICANTS OF OTHER NATIONALITIES should have the last 02 documents attested by the Ministry of Foreign Affairs of their respective country.
(ii) Applicant has to appear for an Interview at The Embassy of Greece.
(iii) The visa fee, according to Schengen regulations, is non-refundable.

Visa Fee:

Date:

Comments (if any):